

Implementation Year Ready to Open Progress Report

The highlighted items are due November 30, 2015.

Other items are due May 27, 2016.

	<i>Description</i>	<i>Rating Criteria</i>	Location of Evidence (i.e., Web site (provide link) Dropbox (provide folder and file name)	Criteria Self-Evaluation (Completed by School)	If this section is not complete please provide an explanation and <u>timeline to completion</u> . The ending point of the timeline should be no later than two weeks prior to the first day of school. <u>At that time, evidences of completion are due to OCS.</u>
<i>Enrollment</i>	Please provide a table disseminating each grade level served, the number of students enrolled in each grade level and the number of students on the waiting list per grade.	Enrollment is greater than 75% of the projected year one total.			
	The school should also have a chart on site listing EC students divided by placement (regular, resource, separate).	The list is regularly updated as student records arrive to the charter school (including date the records were received).			

<i>Required Documentation on File</i>	Certificate of Liability Insurance meeting G.S. 115C-218.20(a) and Signed & Notarized Charter Agreement	School has Certificate of Liability Insurance and has returned a signed and notarized charter agreement to OCS.			
<i>Governing Board Data</i>	Board Meeting Minutes from September 2015 to present.	Evidence of regular board meetings and minutes indicating the understanding of key laws (e.g., Open Meetings Law) and use of best practices.			
	Completion of Governance Training	Completion of assigned governance strengthening exercises (at least <u>one</u> from each training).			

	Board Policies (EC policies are due May 27, 2016.)	Board policies (including grievance and criminal background checks) and bylaws have been <u>formally approved</u> by the local board and the OCS has a new clean electronic copy of the documents. Include EC policies to ensure students are appropriately served (i.e., discipline, confidentiality, and accountability).			
	Evaluation Tools	Evaluation tools regarding the school's executive (principal/director) and governing (board) entities			
	Board List	Current board member list and contact information (e-mail) is provided to OCS			

Facility	Facility is...	Obtained, safe and suitable to receive students according to local inspection office as demonstrated by a Certificate of Occupancy for Education Purposes being on file in the Office of Charter Schools			
	Acquired and the contract signed. Lease contains language from 115C-218.105(b).	Facility has been obtained and lease meets statute.			
	Renovation or construction	Completed or on target for completion: at minimum two weeks before proposed day one of school.			
	Contingency plan	In place and ready to be executed in case building is not ready to occupy by the first day of school			
Finances	Establish accounting services – Prepare for approved accounting software (ISIS).	Met Requirement			
	Establish a bank account.*	Met Requirement			

	Complete Projected Enrollment input process from the School Allotments Section (Due in June)*	Document has been drafted and ready for board approval.			
	Apply for a DUNS Number and register on System Award Management (SAM)	Met Requirement			
	Establish access to Computer Systems (after CO is approved)	Met Requirement			
	Develop and approve amended budget (Based on student enrollment numbers) and prepare to send to Charter School Finance section (mid-July).	Document has been drafted and ready for board approval.			
	Process initiated for obtaining <u>Federal Tax Exempt Status</u> (due no later than 24 months following final approval).	Met Requirement			
	Complete school data in EDDIE	Met Requirement			

	Formally vote and notify State Retirement System and Comprehensive Major Medical Plan representatives regarding the board's intent to participate (no later than 30 days after charter agreement is signed by both parties.)	Document has been drafted and ready for board approval.			
	Finance policies adopted and formally approved	Polices have been formally approved by the local board.			
	If the board elects to join the State Retirement System, set aside \$50,000 in case of dissolution. Use one of the 4 options in G.S. 115C-218.100(a).	Documentation of the option chosen must be provided (if applicable).			
	Identify LGC approved CPA firm to perform annual audit	Met Requirement			
<i>Student Accountability Plans</i>	Testing/accountability coordinator job description developed	Met Requirement			
	Develop draft of testing calendar	Document has been drafted and ready for board approval.			
	Policies in place regarding student enrollment (10/20 day rule) in End of Course (EOC) courses	Met Requirement (if applicable)			

	School has a policy and proposed location regarding the mandatory locking up of ALL testing materials	Document has been drafted and ready for board approval.			
	Fax machine or other communication portals operational to receive important communications from LEAs and DPI	Met Requirement			
	School has a policy and proposed location regarding the security and confidentiality of EC Student SPED files.	Met Requirement			
	Records have been requested from each sending LEA as evidenced by documentation at the charter school site.	Met Requirement			
	Identify and develop a plan for implementing EC and/or 504 testing accommodations.	Met Requirement			
<i>Key Staff</i>	Employee handbook has been adopted by the board.	Met Requirement			
	Official employee agreement is formally approved by the board	Met Requirement			

	The school leader and at least 75% of staff members have been identified for hire. The school is on track to meet the minimum requirement of 50% of its teachers being fully licensed on day one of the school year.	Met Requirement			
	The school has recruited and hired a highly-qualified and licensed special education teacher(s) and/or director. A source has been identified for related service providers (e.g., school psychologist, OT, PT, SLP, audiology, etc.).	Met Requirement			
	A strategic plan is in place to hire any remaining staff before the start of the school year.	Met Requirement			
	Beginning Teacher Support Plan (if applicable) and Licensure Renewal Plan are drafted and submitted to the Licensure Division and the Regional Consultant.	Met Requirement			

	Employee and hiring policies are developed and adopted.	Polices have been formally approved by the local board.			
Federal Programming	Attend training for Exceptional Children special funding streams (i.e., behavioral support, special state reserve) Documentation with a description of sources has been obtained.	Met Requirement			
	Contact DPI Regional Consultants for additional supports and trainings. A PD calendar has been outlined for the full school year (regional meetings/training, site-based training).	Met Requirement			
	Develop a plan to offer the full continuum of services to meet the special education and related services needs of students with disabilities.	Met Requirement			

	The SBE approved professional development plan is outlined, scheduled to occur prior to the first day of school, and includes topics to address the needs of Exceptional Children.	Met Requirement			
	Board approved policies and contingency plans are in place regarding day one of instruction and meeting the needs of all children present (<i>i.e., Homebound, Separate Setting, Related Services</i>).	Met Requirement			
	A professional development plan has been developed to address the staffing needs for those working with students with disabilities (coaching, accommodations, instructional practices, case management). This PD plan is for EC staff only.	Met Requirement			

<i>Instructional program</i>	The curriculum scope and sequence for ALL grades/courses to be served in the school's first year are completed.	Met Requirement			
	The board formally adopted a school calendar representing the academic year that meets the requirements specified in the charter school law.	Met Requirement			
	All necessary materials (e.g., books, programs, technology, etc.) have been identified and will be on-site prior to opening, including the appropriate instructional supports for students with disabilities (as identified in the IEP).	Met Requirement			
<i>Transportation</i>	Reach out to local authorities regarding traffic support (i.e., installation of a turning lane to facilitate traffic flow in and out of the school).	Met Requirement			

	The board has a plan to disseminate the transportation plan (i.e., car pool, van transportation, partnerships, busing, etc.) and traffic patterns to all stakeholders.	Met Requirement			
	<p>The school has secured buses either through the resident district or an alternative vendor</p> <p>1. Buses shall be inspected in a timely manner to ensure deficiencies can be fixed prior to the opening of the school.</p> <p>2. Contact Transportation Division at DPI to seek feedback regarding the plan and purchased buses.</p>	Met Requirement			
<i>Lunch Service Policies</i>	Adopted and align with the SBE approved plan	Met Requirement			
	If participating in the Free and Reduced Lunch Program, contact regional consultant (919-807-3506) and ensure all steps are followed with fidelity (begin in January 2016).	Met Requirement			

	Investigate a lunch software program to track program expenditures and applications.	Met Requirement			
	If not participating in Free and Reduced Lunch program, ensure there is a plan in place for students who may not be able to afford a lunch.	Met Requirement			
	Ensure any contracted vendors meet local codes (Local Health Department).	Met Requirement			
<i>School Safety</i>	Policies are adopted and meet the requirements under § 115C-218.75(a).	Met Requirement			
	Investigate any local requirements regarding afterschool care/extended school day.	Met Requirement			
	Ensure ALL local inspections have been completed (fire, health, etc.).	Met Requirement			

<i>Policy Manuals</i>	Instructional Programming (Including: Calendar and Length of School Day , Classroom Policies (e.g., grading scales, report cards), Promotion and Retention, Accountability, Student Behavior, Exceptional Children)	Document has been drafted and ready for board approval.			
	Operations (Including: Hiring and Termination, Criminal Background (staff and volunteers) , Staff Evaluation, Student Health and Safety, Admissions and Enrollment , Student Records (including EC records when applicable), After-school programs (if applicable), Family and School Communication, Campus Visitors).	Document has been drafted and ready for board approval.			
	Governance (Including Board Operational Policies, Committees, Conflict of Interest, Nepotism, Third-party Agreements (including parent organizations), Grievance (staff and families), Employee Agreements)	Developed and formally adopted			

	Finances (Including Budget Approval, Third-party Contracts, Access to Funding, Audits, Purchasing, Federal Funds)	Developed and formally adopted			
	Local policies for EC should incorporate all required elements to meet Federal and State regulations (e.g., discipline, confidentiality, accountability, maintenance of effort, etc.)	Developed and formally adopted			
Handbooks	Student/Parent Handbook	Document has been drafted and ready for board approval.			
	(1) <i>NC Policies Governing Services for Children with Disabilities</i> (2) <i>Procedural Safeguards: Handbook on Parents' Rights</i>	On-hand at the school and readily available to staff and parents			